

SECRET

JUL 26 1957

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Administrative/Support Workload at Small  
Stations and Bases

John:

I have finished reading your report on "Administrative/Support Workload at Small Stations and Bases." I think this is a very good report which certainly points up the problems experienced by Field Stations, especially small Stations. I believe it would be more appropriate for us to use this as a guide in our continuing efforts to reduce the administrative workload rather than submitting it formerly to the DD/P. I have, however, advised [redacted] that you have completed such a study and that action is currently underway to eliminate or modify administrative procedures and requirements so as to relieve the small Field Station as much as possible.

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[redacted]

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H. GATES LLOYD  
Acting Deputy Director  
(Support)

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